



**COUNTY OF KAUAI  
DEPARTMENT OF PERSONNEL SERVICES**

MO'IKEHA BUILDING  
4444 Rice Street, Suite 140  
LIHUE, KAUAI, HAWAII 96766  
Telephone (808) 241-6595 • Fax (808) 241-6593  
Telecommunications Relay Service (TRS): 711

**EMPLOYMENT FACT SHEET**

The County of Kauai is an equal opportunity employer, providing equal employment opportunities without regard to sex, race, ancestry/national origin, religion, color, disability, age, marital status, assignment of income for child support obligations, arrest and court record, military participation, sexual orientation and nursing/breast-feeding. Reasonable accommodation will be made for religious practices and beliefs and for qualified disabled persons.

The County employs about 1,100 persons in different types of jobs in over 15 County departments and agencies. Employees provide important public services in a variety of occupations including clerical, public protection, trades, labor/maintenance, recreation and professional specialties.

**WHAT COUNTY JOBS ARE AVAILABLE?**

We advertise when we anticipate or have immediate vacancies. Our recruitment announcements are advertised in the public notices section of our local newspapers on the day the recruitment opens. Recruitment announcements are also posted on our website at [www.kauai.gov](http://www.kauai.gov) and in our office for your review. We are located at 4444 Rice Street, Suite 140 in Lihue and are open from 7:45 a.m. to 4:30 p.m. on weekdays, except for holidays. Our telephone number is (808) 241-6595. Recruitment announcements are also distributed to public libraries, the Hawaii State Employment Service and other community agencies.

**WHO CAN APPLY?**

**Citizenship Requirements:** You must be a citizen, national, or permanent resident alien of the United States, or eligible under federal law for unrestricted employment in the United States. Verification of status and employment authorization must be provided at the time of application.

**HOW DO I APPLY?**

As of January 10, 2007, individuals seeking employment with the County of Kauai may apply on-line at our website at [www.kauai.gov](http://www.kauai.gov).

To take advantage of our new system, applicants will need to:

1. Have access to a computer and the internet  
Free access is currently available at:
  - Hawaii Public Libraries – A free Hawaii State Library card is required to use computers at the library.
  - State Workforce Development Offices
  - University of Hawaii Student Computer Labs-student ID is required
2. Have an e-mail address  
You can sign up for free e-mail through various services such as Hotmail, Yahoo! Mail, or Excite
3. Visit our website at [www.kauai.gov](http://www.kauai.gov) and click on "Job Opportunities". Here you will be able to see our current recruitment announcements and apply on-line.

For individuals who do not have access to a computer and the internet, paper applications will still be available at our office at 4444 Rice Street, Suite 140, in Lihue from 7:45 a.m. to 4:30 p.m.

Read the information listed on the recruitment announcement carefully to see that you meet the minimum qualification requirements. You will need to complete a County job application form, and submit it along with any required transcripts, diplomas, licenses and/or certificates. Documents filed with application will not be returned. Completed application forms must be submitted to the Department of Personnel Services by the stated deadline. Keep a copy of your application for your records.

**WHAT IS THE RECRUITMENT/EXAMINATION AND SELECTION PROCESS?**

1. Applications are reviewed by the Department of Personnel Services to determine whether applicants meet the minimum qualification requirements for the class of work.
2. Applicants are notified by e-mail or mail regarding the following:
  - whether they meet the minimum requirements.
  - when and where to report for any written and/or performance tests. The examination

**AN EQUAL OPPORTUNITY EMPLOYER**

may be written, performance or agility, and education and experience evaluation, or a combination of these. Tests are given to measure your skills, knowledge and abilities for the class of work.

- Test scores. If you pass the examination, your name is placed on the eligible list in accordance with your test score. For those recruitments which are registration and no examination is conducted, your name is placed on the list in alphabetical order and the department interviewing for the vacancy will receive the entire list of names. Both eligible and registration lists are good for a period of six months and may be extended, and any vacancies arising during this period will be filled through these lists.
3. Based on test scores and an individual's ability, names are referred to the County department or agency that has the vacancy.
  4. The department with the vacancy contacts all individuals referred, schedules and conducts job interviews. The department may select any one of those referred and interviewed and will notify each person interviewed of the department's selection decision.
  5. The person selected must pass a pre-employment physical examination with the County approved physician (at their own expense) to determine fitness for the job and must pass a drug screening test before being hired.

### **WHAT ARE THE BENEFITS IN BEING A COUNTY OF KAUAI EMPLOYEE?**

- You will provide important public services to Kauai.
- Pay and working conditions are good.
- Fringe benefits are generous and include the following:
  - Vacation\*
  - Sick Leave\*
  - Holidays - 13 days per year plus certain election days.
  - Retirement – Employees' Retirement System (ERS) of the State of Hawaii – Hybrid Plan
  - Social Security - The County matches the employee's social security compensation.
  - Medical, Drug, Chiropractic, Dental and Vision Plans - the County pays part of the premium and the employee pays the balance. There is a choice of health plans, and certain employee beneficiaries are eligible.
  - Cafeteria Plan - Eligible employees may increase their take-home pay by having the County deduct the cost of health care premiums before payroll taxes are withheld.
  - Group Life Insurance - The County provides a free life insurance policy for employees.
  - Workers' Compensation/Accidental Injury Leave/Temporary Disability Insurance.
  - Other Benefits - employees are eligible to join the Government Employees Federal Credit Union, and State of Hawaii Island Savings Plan

PLEASE FEEL FREE TO CONTACT OUR STAFF IF YOU HAVE FURTHER QUESTIONS.  
THANK YOU FOR YOUR INTEREST IN COUNTY OF KAUAI EMPLOYMENT!

\*Based on the different bargaining unit contracts.